

**AIR NATIONAL GUARD
ACADEMIC YEAR 2014
(AY14)
AIR COMMAND AND STAFF COLLEGE (ACSC) ONLINE
MASTERS PROGRAM (OLMP)**



MESSAGE CONTENTS:

	TOPIC	PAGE
1.	General Information	1
2.	Application Deadline	1
3.	Authority	1
4.	Eligibility Criteria	1
5.	Application Package Requirements	1
6.	Submission Process	2
7.	Selection/Announcement Process	3
8.	Additional Information	3

1. GENERAL INFORMATION:

The ACSC OLMP provides Air Force Captains an educational opportunity to meet the needs of our service while also accommodating today's high operations tempo. The new leadership concentration is specifically designed to prepare captains for the leadership responsibilities they will face as they progress through their careers.

The ACSC OLMP offers qualified officers an opportunity to earn a Master's degree from a regionally-accredited institution. Once accepted into the program, students must enroll in the Leadership concentration. Other concentrations listed are not available to 0-3's unless they are an 0-4 select or a graduate of the 23-week Weapons Instructor Course (WIC). Successful completion of the Leadership concentration will earn the student an accredited Master's degree in Military Operational Art & Science. The program is a synchronous Distance Learning (DL) course with 8-week terms and is designed for students to complete the program within two years. The ACSC OLMP offers rolling admission throughout the year. Please note that the Leadership concentration curriculum does **NOT** fulfill the Intermediate Developmental Education (IDE) requirement.

2. COURSE SCHEDULE:

Term Name	Course Start Date	Course End Date
2014 Spring B	3 Mar 14	27 Apr 14
2014 Summer A	5 May 14	29 Jun 14
2014 Summer B	30 Jun 14	24 Aug 14
2014 Fall A	1 Sep 14	26 Oct 14
2014 Fall B	27 Oct 14	21 Dec 14

NOTE: Once NGB/HRT makes selections for Term 2014 Spring B candidates selected for participation must enroll no later than **15 Feb 14** and will be required to complete the ACSC OLMP Student Orientation for class that will begin on **3 Mar 14**.

3. **APPLICATION DEADLINE:** All application packages must be electronically scanned and emailed to NGB/HRT at ang.forceddevelopment@ang.af.mil no later (NLT) **15 January 2014**. Packages received after this date will not be considered.

4. AUTHORITY:

<http://www.au.af.mil/au/acsc/dl/dlmasters.asp>

5. ELIGIBILITY CRITERIA

Targeted attendance for the course is **Air National Guard Captains**.

6. **APPLICATION PACKAGE REQUIREMENTS:** Application package must include the following items:

- A. **Application Worksheet** - Complete all required fields. Applicants should rank order their preference of the available class dates.
- B. **Applicant Letter of Intent:** (limited to one page times new roman 12 font). Address the letter to “ACSC OLMP Developmental Education Panel” in a memorandum format. In the letter address why you desire to attend and how attendance would benefit the unit mission.
- C. **vMPF Record Review/Update (Print all pages):** It is incumbent upon each applicant to ensure their personnel information is correct in vMPF, as this is the only information that may be reviewed by the panel. Submit the entire vMPF Record Review (not the last page only) as information on other areas of the report is required in the review process. The Record Review/Update is available through vMPF on the Air Force portal.

- D. Current Fitness Assessment:** Must reflect a passing score IAW AFI 36-2905. Fitness Assessment must be current as of the application deadline.
- E. Stratification: Submission of two or more applicants in any DE course requires the State JFHQ TAG or equivalent to stratify the applicants from each Wing.** A stratification letter must be submitted **separately** to the ACSC OLMP Developmental Education Panel. Each State must stratify all applicants within the State. It is not part of the applicant's package. The letter will rank the applicants in merit order. Please include the leadership's contact information should the panel president need to call during the Panel process. The stratification letter should be emailed to ang.forcedevelopment@ang.af.mil

6. SUBMISSION PROCESS:

- A.** Electronically load completed application package in one (1) single PDF document in the same order as on the application worksheet to AMRDEC at <https://safe.amrdec.army.mil/safe2/> no later than (NLT) **15 January 2014**. AMRDEC is an Army File Exchange Website used often to send encrypted files or those larger than may be efficiently sent through email systems. It permits users to securely upload files, such as application packages, and send an email to the intended recipient advising them that a file or package has been loaded for their access and providing them a link to access the file. Only the posting member and the owner of the identified email address can obtain access.
- B.** When submitting a package to AMRDEC, please use the following email address in the "Recipient Information" section. This will provide NGB/HRT access to your file: ang.forcedevelopment@ang.af.mil.

NOTE: Prior to submitting verify the e-mail above is accurately entered in AMRDEC. Only packages received through AMRDEC to the e-mail address above will be accepted.

- C.** Please use the following naming structure for your application submission as well as the file description:

"2014-516 – OLMP Last Name, First Name, Rank – State Abbreviation"

Example: 2014-516 - OLMP Doe, John, Capt – OH

- D.** Applications must be submitted to AMRDEC and be available to NGB/HRT no later than 2359 on the closeout date specified above.
- E.** Applications must be complete upon initial receipt, in one (1) single PDF package. Please do not upload multiple packages together. Each package must be uploaded individually through AMRDEC.
- F.** Packages not received as a single PDF file will be returned without review.

- G. Incomplete packages (packages not meeting mandatory criteria or packages received after the close out date as indicated above) will NOT be considered.
- H. Applications submitted on the close out date will be reviewed for qualification or disqualification only. Please ensure you review your application thoroughly.
- I. Applicants will receive a confirmation from AMRDEC when their package is downloaded by NGB/HRT. This will serve as confirmation that your package has been received for processing. Upon review, NGB/HRT will notify candidates whose application is **not complete** via the email addresses supplied on the application. Those candidates will have until the suspense specified by NGB/HRT to provide the documentation necessary to complete their package. Failure to submit corrections prior to suspense date will result in the package being returned without action

IMPORTANT NOTE: The responsibility to provide and ensure receipt of a complete application by the required deadline rests **solely with the applicant**, even if the application package is forwarded to NGB/HRT by another individual on the applicant's behalf. **A complete package will consist of** the required/specified documents, the appropriate level of endorsement(s) as required, assembled in one (1) single PDF file, sent to the AMRDEC site specified, and received by 2359 of the application suspense date deadline. **Packages missing any required documents or failing to meet the submission requirements specified will not be considered.** NGB/HRT highly recommends that organizations or unit members submitting applications on behalf of their members provide those members a courtesy copy of the final submission.

Processing of application packages within a member's organization should adhere to any specific guidance established by the local organization (unit, wing, state, directorate, etc.). Check with local authorities for their approval process and any internal suspense date.

7. SELECTION/ANNOUNCEMENT PROCESS:

- A. If the number of applications exceeds allocations a selection panel will be held.
- B. Selectees will initially be notified through their leadership chain, followed by individual communication from NGB/HRT.

8. ADDITIONAL INFORMATION:

- A. We encourage supervisors and commanders at all levels to review their officer force and target qualified members for OLMP attendance.
- B. Package Order
 - 1. Application Worksheet
 - 2. Applicant Letter of Intent
 - 3. vMPF Record Review/Update (Print all pages)
 - 4. Current Fitness Assessment
- C. For additional course information, please visit the ACSC OLMP website at <http://www.au.af.mil/au/dlmasters.asp> or contact the ANG Advisor to the Spaatz Center for Officer Education, Lt Col Lori Rasmussen at DSN 493-9820, COMM: (334)953-9820.

- D.** Questions regarding this message should be sent to ang.forcedevelopment@ang.af.mil.
Points of contact are MSgt Zandra Fox (Primary), DSN 612-8675, Comm: (240) 612-8675
or MSgt Elizabeth Shapiro (Alternate), DSN 612-8676, Comm: (240) 612-8676.